

# HOW TO WITHDRAW PROGRAMS ON ACTIVENET

#### 1 Log in to your Academy account: https://apm.activecommunities.com/masonartsacademy/ActiveNet\_Login



To access the features of this site, you must have a password-protected customer account. If you have an account and haven't logged in yet, please login now. If you do not have an account, please create a new account.

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### 2 Under Account Program, Click on "Historical Transaction List."



3 Select the program you wish to withdraw from.

### **Prior Transactions**

✓ Search Criteria									
Mason Arts Academy Family as of May 5, 2020 8:34 AM									
✓ Registrations		Scholarship			rship	120100000000000000000000000000000000000			
		_				Select all	Deselect all		
Begin Date	Begin Date End Date				1.2				
							Search		
Transaction	Description	Reseint	Dete	Time	Customer	Actions			
Transaction	Description	Receipt	Date	<u>1 ime</u>	Customer	Actions			
Enroll	Piano: Summer Piano Academy Session 1 ONLINE #5374	0000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer		
Enroll	Guitar: Beginner Guitar Camp Ages 8 - 12 ONLINE #5373	000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer		
Enroll	Acting Camp Afternoon Session 4 - Group 4(Ages 11- 12) ONLINE #5544	000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer		
Enroll	Art: Intro to Graphic Design ONLINE #5347	000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer		



4 To withdraw from multiple programs, select "My Account" on the top right corner and repeat steps 2 and 3. After you have selected all programs you wish to withdraw, click "Check Out."



Back to Start Page > Shopping Cart

## **Shopping Cart**

Jane Doe JD 2 items, \$100.	<b>00</b> in total.
Guitar: Beginner Guitar Camp Ages 8 - 12 ONLINE - 5373	\$50.00 💙
PROGRAM WITHDRAWAL	Ŵ
Piano: Summer Piano Academy Session 1 ONLINE - 5374	\$50.00 🗸
PROGRAM WITHDRAWAL	Ŵ

#### **Order Summary**

Check Out	5
Due Now	\$103.00
Processing Fee	\$3.00
Subtotal	\$100.00

### 5 Complete the Payment Information, then click "Pay."

Back to Start Page > Shopping Cart > Check Out

## **Check Out**

Payment Info	ormation					
■ Payment Method ACT* Mason Arts Acad statement for this payr	d demy or Active Network will ment.	show up on you	r credit card			
Please choose a cr	edit card.					
• VISA ****	6629	04/2021				
CVV/CVC *		0				
Add a new crec	lit card		Privacy - Terms			
Saving Credit Card Se	curity Guarantee 🗙					
Billing Address						
Jane Doe			~			
Mailing Name Address	illing Name No mailling name Address 4260 Chain Bridge Rd, Fairfax, VA, US, 22030 Update billing address					
Create a new payer 🗸	•					

## Order Summary



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